

Video Captioning at State and Section 508 Projects



Project Title	Video Captioning at State and Section 508 Projects
Project Summary	Caption Department of State (DOS) video media targeted at both domestic and foreign audiences including press clips, speeches, training, and embassy and consulate YouTube videos. Office seeks to make all video media Section 508-compliant and accessible to the Deaf and Hard of Hearing.
Country	United States
Agency	Department of State
DoS Office	HR
Post	N/A
Section	N/A
Number of Interns	6

Project Description

The Department has developed a comprehensive video captioning program to provide captioning to all video produced domestically and overseas. Captioning makes information and news accessible to individuals who are deaf or hard of hearing, and enables non-native-English speakers to understand important information.

Selected interns will work on several projects related to Video Captioning and Transcribing. This internship will provide broad exposure to public diplomacy and foreign policy issues, as well as issues of interest to Civil Service employees.

The intern will create accurate video transcripts, varying in length from a few minutes to an hour. Examples of these videos might include:

1. A YouTube video of the Secretary speaking at an international conference,
2. A webinar on the use of social media in diplomacy, or
3. An informational video instructing employees on how to bid on specific types of jobs.

See “Additional Information” for other assignments.

Desired Skills Interests

Additional Information

Other assignments may include:

1. Research projects relating to audio description, technology in video captioning, etc.
2. Creating marketing products for Video Captioning team outreach.
3. Create and contribute to an internal newsletter/blog which will be housed on the internal Video Captioning SharePoint site.
4. Participating in bi-weekly or monthly conference calls with other interns and the Video Captioning team, discussing projects and related issues. Interns will take turns taking notes of the meeting, practicing an important professional skill, particularly useful at the Department of State.
5. Other assignments related to Section 508, audio description, and/or video captioning, as needed.

Guidelines will be provided, but successful interns will also need to have considerable flexibility, as it is impossible to predict the actual work level on a weekly basis. The ability to work well both independently and on a team is important.

At first, interns may find it takes a considerable amount of time to caption one video. Ultimately, interns will be expected to meet a ratio of approximately 1:8 (1 hour of video: 8 hours of transcribing and captioning).

Assuming a time commitment of 10 hours per week, interns will, after time given to learn and improve the skills necessary, be expected to transcribe and/or caption up to one hour of video per week.

The abilities to work independently and remain self-motivated are crucial to this project. The intern will be working with other virtual interns; therefore, communication and flexibility are also highly important. Accurate typing skills and attention to detail are important as well.

Language Requirements

None